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M I N U T E S

OTR STAFF MEETINGTuesday
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25X1A

Attendance:

Mr. Baird, D/TR



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Prior to taking up the formal agenda, Mr. Baird announced the latest plan for an OTR briefing of VIP's. According to the tentative schedule OTR will give a headquarters briefing at an unspecified time on 6 August and an [redacted] briefing on 18 August. (This latter was subsequently changed to 7 August.) Decision was made that [redacted] would be responsible for selection an appropriate class room in the language laboratory area and reserving it for the headquarters briefing. All division and staff chiefs were alerted to be available on that date pending further instructions. [redacted] was requested to have seven (7) black books ready instead of the earlier requested six (6.)

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1. August 3 Meeting on Career Services:

Mr. Baird read names from a list furnished by [redacted] of those OTR supervisors selected to attend the Agency Career Service meeting within the OTR quota. The names of those responsible for arrangements were deleted from the list and additional names added. Mr. [redacted] was directed to get kits into the hands of those attending. Mr. Baird commented on the probable "tone" of the meeting. The role played by the DTR would be dependent upon what Messrs. Dulles, Cabell, Kirkpatrick, and Reynolds had to say.

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One point was made crystal clear. OTR personnel who attend this meeting and who do not personally want to be identified with Career Service

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were told to discuss their decision with Mr. Baird or Mr. [REDACTED] prior to talking to their own subordinates with a view to recruiting for the Career Service.

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2. Use of Telephones for Outside Calls:

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Mr. [REDACTED] commented on the announcement by Mr. White at the DD/A meeting regarding the use of telephones for outside calls. During one particular month approximately 175,000 "dial 9" calls were made. Employees have been urged through Mr. White to reduce these calls particularly those for personal reasons. Mr. Baird pointed out that in [REDACTED] there was no public telephone facilities. (At a recent meeting of the Incentive Awards Committee information was given to the Committee that the Agency preferred employees to make personal calls from their desks rather than lose Agency time by locating one of the few public coin boxes available for personal calls!)

3. Personnel Matters:

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Announcement was made by Mr. [REDACTED] [REDACTED] had been assigned as OTR Placement Officer. It was observed that both of his immediate predecessors [REDACTED] had joined OTR.

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It was pointed out that many Promotion Panel actions, particularly those referred to the Professional Panel, had to go back to supervisors for additional information. A chief reason was to get information on how the recommended employee compared with other employees of similar grade and responsibilities. There appeared to be some misunderstanding regarding the wishes of the OTR Board on getting information not available to the Panel at time of consideration. The Board, prior to its delivery, is interested and anxious to have all pertinent and timely information even though some of such information may not have been available to the Panel at the time of its action. Just as important, the Board does not wish the results of panel action to get back to any supervisor before the Board has signed off on a promotion recommendation.

4. Capsule Courses:

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Mr. [REDACTED] announced that the Capsule Courses would begin 2 August with the CFA offering. Tentatively, a capsule presentation of the RO will be held the middle of the following week. Because of the overnight scheduling, of the CFA, Mr. Baird has asked to be dropped from the first running but expressed a hope that these capsule courses would be continued.

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5. Course Catalog

25X1A Mr. Baird stressed that a new catalog of all OTR courses was a priority item. Mr. [redacted] announced the planned schedule for receiving drafts of catalog listings and reported on the present status. [redacted] [redacted] requested that all division chiefs list all projected courses including even those at the "dream" stage. The original submission deadline of 1 October has been moved up to 15 September based upon an earlier request by Mr. Baird, and in the light of the VIP briefing this was advanced to 6 August.

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6. Attendance at Weekly Agency Indoctrination Programs

25X1A Since inquiries had reached Mr. [redacted] on enrollment in the Weekly Agency Indoctrination Program, the procedural steps were outlined by him so that all OTR chiefs might be similarly informed. Briefly, enrollment can be made informally through a call to Mr. [redacted] office, and employees who enter on duty prior to required attendance can voluntarily avail themselves of this opportunity.

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7. Discussion of Basic Training Division

25X1A A very explicit presentation of the content of courses under the present Basic Training Division was given by Mr. [redacted]. Mr. Baird stressed that the great improvement shown in development and general acceptance of these courses during the past two years should be a goal for all other OTR courses. He particularly made the point that no Chief Instructor should ever be completely satisfied with the effectiveness of his course.

A. The OTR staff was warned by Mr. Baird that a priority would be superimposed on all offices to meet the Southeast Asia situation similar to the levy for project PBSUCCESS.

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B. Mr. [redacted] observed that Messrs. [redacted] were attending their last OTR staff meeting. Mr. Baird pointed out that he was particularly pleased by the unusual service rendered him by Mr. [redacted] as an outstanding Chief of Staff to the Director of Training.

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C. Mention was made by Mr. [redacted] of the availability of two previously cleared JOT's during the next month. Mr. [redacted] asked that the JOT's report to him for instructions.

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MEET. 5
Staff
meeting

D R A F T

AGENDA OTR STAFF MEETING

T u e s d a y

27 Jul 54

1. August 3 meeting on Career Service. (Mr. Baird) 25X1A
2. Use of telephones for outside calls. [REDACTED] 25X1A
3. Personnel Matters: [REDACTED]
Announcement of new Placement Officer for Training)
Recommendations for Promotions } 25X1A
4. Capsule Courses. [REDACTED]
5. Course Catalogue. (Mr. Baird) 25X1A
6. Attendance at weekly Agency Indoctrination Programs. [REDACTED]
7. Discussion of Basic Training Division. (Mr. [REDACTED]) 25X1A

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